

EMPLOYMENT INTERVIEW ANALYSIS

Applicant's Address

Telephone Number

Name of Interviewer

 Dates of any
Previous
Interview
Date of this
Interview

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant

Position

**DEFENDANT'S
EXHIBIT**

CA No 04-264E

	1	2	3	4	5	
TRAITS	UNSATIS- FACTORY	SOME DEFICIENCIES EVIDENT	SATISFAC- TORY	EXCEP- TIONAL	CLEARLY OUTSTAND- ING	INSERT RATING
KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS	No knowledge evident.	Less than we would prefer.	Meets our require- ments for hirings.	Exceeds our expectations of Average candidates.	Thoroughly versed in job and very strong in associated areas.	3
EXPERIENCE	None for this job nor any related experi- ence.	Would prefer more for this job.	Adequate for job applied for.	More than adequate. Has some experi- ence in related areas.	Totally experienced in job. Has strong experience in related areas.	3
COMMUNICA- TION ABILITY	Could not communi- cate. Will be severely impaired in most jobs.	Some difficulties will detract from job performance.	Sufficient for adequate job performance.	More than sufficient for job.	Outstanding ability to communicate.	3
INTEREST IN POSITION AND OUR ORGANIZATION	Showed no interest.	Some lack of interest.	Appeared genuinely interested.	Very interested. Seems to prefer type of work applied for.	Totally absorbed with job content. Conveys feeling only this job will do.	3
OVERALL MOTIVATION TO SUCCEED	None exhibited. No concern for personal future.	Not up to average level. Shows little desire to succeed.	Average desire to succeed.	Highly motivated. Wants to succeed and advance.	Extremely moti- vated. Has very strong ambition to succeed.	3
APPEARANCE AND HABITS	Very sloppy in appearance or unacceptable personal habits.	Dress or grooming less than satisfactory or some offensive personal habits.	Properly dressed and groomed. Few poor personal habits.	Very well dressed and groomed. No offensive habits.	Presented excellent appearance, main- tained high level of behavior throughout interview.	4
POISE	Appeared extremely distracted and confused; or unreasonably uneven temper.	Sufficient display of confusion or loss of temper to interfere with job performance.	Sufficient poise to perform job applied for.	No loss of poise during interview. Inspires confidence in ability to handle pressure.	Displayed impressive poise under stress. Appears unusually confident and secure.	3
INSIGHT AND ALERTNESS	Did not understand many points or concepts.	Missed some concepts or ideas.	Understood most new ideas and shares in discussion points.	Grasped all new points and concepts quickly.	Extremely sharp. Understood subtle points and under- lying motives. Quick grasp of ideas.	2
PERSONALITY	Not acceptable for job.	Some deficiencies.	Within satisfactory range for job.	Good personality for job. Some traits considered especially desirable.	Perfect for job. Generally outstanding personality as well.	3
						27
						45

1. Find Eng. styles and needs of students.
2. Letters to inform parents. PHH available

4.

5. Assessment important to use.
- seek origin's help

EMPLOYMENT INTERVIEW ANALYSIS 256

Applicant's Address	
Telephone Number	
Name of Interviewer <i>Kurt Meador</i>	
Dates of any Previous Interview	Date of this Interview <i>12-9-02</i>

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Name of Applicant *Nikki Shearer* Position Applied for *Elementary/early Childhood*

	1	2	3	4	5	
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						43
						45

1. Find out about students/build rapport. Adaptations, Lunch club/tutoring
2. Parent coop. #1. Newsletter weekly. Assignment books Parent volunteers
3. Exp. w/ this at Saugusdown.

4. acceptability w/ standards
5. Assessment - family w/ multiple ways w/ PSSH related.
6. Ask parental input. Follow up later. Coordinate with...

EMPLOYMENT INTERVIEW ANALYSIS

Applicant's Address _____

Telephone Number _____

Name of Interviewer Kurt Meader

Dates of any Previous Interview 12-19-02

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Amy Szalwies

Name of Applicant

Position Applied for

	1	2	3	4	5	
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2 yrs. at Seton (1st gr./K) Bal. Literacy (rummy rec) (guided rdy.)

Multiple Intel. Try to meet all needs

Open houses - parent involvement

4. Positive discipline plan. Reward

5. Continuous. Observation - Beg. of yr. + follow up

cert. = Liston

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Name of Applicant Anna Marie McElwain Position Applied for _____

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41

45

Enthusiastic about teaching

1. Adaptations, whole & small groups, Assessments

2. Weekly letters to parents & informal positive notes.

3. Positive reinforcement, consistency, fairness show enthusiasm.

5. Running record, curriculum based assess, internal assess.

No exact authority

EMPLOYMENT INTERVIEW ANALYSIS

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Name of Applicant Robert Bazylak

Position Applied for _____

TRAITS	1 UNSATIS- FACTORY	2 SOME DEFICIENCIES EVIDENT	3 SATISFAC- TORY	4 EXCEP- TIONAL	5 CLEARLY OUTSTAND- ING	INSERT RATING
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Creative & varied background - psych./business

1. Student centered approach.
2. Letter to parents - continue comm., volunteers

Proactive of management

5. Assessments - ongoing - students asked to explain things

Respect